

Pesticide Registration Specialist, GS-401-12
APHIS
Wildlife Services
National Wildlife Research Center
Product Development Program
Pesticide Registration Unit
Fort Collins, CO

1. PESTICIDE REGISTRATION AND DRUG AUTHORIZATION RESULTS 50%
2. TECHNICAL AND ADVISORY ASSISTANCE RESULTS 30%
3. WORKING RELATIONSHIPS, TEAM WORK, OUTREACH, AND COMMUNICATIONS 20%

1. PESTICIDE REGISTRATION AND DRUG AUTHORIZATION RESULTS 50%

The Pesticide Registration Specialist is responsible for completing assignments related to the development and maintenance of vertebrate pesticide registrations and investigational drug authorizations.

Alignment: This element supports the Wildlife Services strategic goals of:

- Developing effective flexible wildlife damage control methods that are biologically, environmentally, and socially sound;
- Providing high-quality wildlife damage management services; and
- Collecting, analyzing, and communicating information to enhance program effectiveness, and building an understanding of the Federal role in wildlife damage management.

Results and Measures for FULLY SUCCESSFUL

Evaluation is based on the supervisor's observations and review of work products and reports, and feedback from WS staff and stakeholders, including PPD-Environmental Services. In the judgment of the supervisor, in almost all cases the Pesticide Registration Specialist shall be responsible for:

- Data Packages and label development for maintaining existing and new product registrations
 - are completed in accordance with EPA requirements (and are accepted by EPA)
 - contain complete and accurate data, as reported by NWRC scientists
 - are submitted to the EPA within a timeframe that facilitates Wildlife Services Operational projects

- Semi-annual FDA Regulatory Reports on all INAD's
 - are completed in accordance with FDA requirements (and are accepted by FDA)
 - contain complete and accurate data, as reported by NWRC scientists
 - are submitted within 30 days of the end of the reporting periods
- EPA Monitoring Reports for Emergency and Experimental Use Permits
 - are completed in accordance with EPA requirements (and are accepted by EPA)
 - contain complete and accurate data, as reported by NWRC or Wildlife Services Operations scientists or biologists
 - are submitted within 90 days of the end of the reporting periods
- Pesticide Coordinating Committee (PCC) Bi-weekly Conference Call Agenda
 - accurately reflects NWRC Registration Unit projects
 - is completed and emailed to all PCC members the night prior to the conference call.
- NWRC Electronic Registration Database
 - accurately represents the current status of product data submissions
 - database is updated within 30 days of submitting data or receiving confirmation of receipt from EPA or FDA
- Archiving regulatory correspondence
 - regulatory correspondence or data submissions produced by the NWRC Registration Unit are submitted to the NWRC Records Manager, normally within 5 workdays
 - The Registration Unit's hard copy files of official regulatory correspondence received from the NWRC Records Manager are completed, up-to-date, and well-organized are readily retrievable
 - Study Director on assigned Product Chemistry studies serve as
 - study protocols are completed within requested time frames and meet NWRC requirements and the specifics of the assignment
 - study procedures are completed in accordance with the protocol
 - the final project report includes are pertinent data and conclusions and meets NWRC requirements
 - studies are archived at the NWRC QA Archives within 3 months of finalizing the project report

2. TECHNICAL AND ADVISORY ASSISTANCE RESULTS

30%

The Pesticide Registration Specialist is responsible providing vertebrate pesticide information advice to Wildlife Services staff and other stakeholders and customers.

Alignment: This element supports the Pesticide Registrations Unit goal of being the authoritative source of information on vertebrate pesticide information, and Wildlife Services' strategic goals of:

- Developing effective flexible wildlife damage control methods that are biologically, environmentally, and socially sound;
- Providing high-quality wildlife damage management services; and
- Collecting, analyzing, and communicating information to enhance program effectiveness, and building an understanding of the Federal role in wildlife damage management.

Evaluation is based on the supervisor's observations and review of work products and reports, and feedback from WS staff and stakeholders, including PPD-Environmental Services. In the judgment of the supervisor, in almost all cases:

- Technical assistance to Wildlife Services and other customers, including
 - advice on legal uses of pesticides/repellent, regulatory options, general information on vertebrate pest management, and sources of literature
 - providing summaries of ecological/toxicological risk, or conducting preliminary risk assessments of vertebrate pesticide hazard scenarios, and assisting with the preparation of Environmental Assessments, as required

QUALITY AND TIMELINESS:

- responses are complete, accurate, and reflect good understanding of the issue and pesticide/drug rules
 - responses and assistance are responsive to the customer's need and meet requested time frames
- Technical assistance to the Zinc Phosphate Consortium coordinator and members
 - draft correspondence on behalf of the Zinc Phosphide Coordinator in response to EPA requests for data or other information pertaining to technical or end-use products containing zinc phosphide, meets EPA requirements, includes complete, accurate data, and is accepted by the EPA
 - solicitations bids and contract studies on behalf of the Zinc Phosphide Consortium are completed in accordance with the request
 - data submissions and regulatory correspondence are archived with the NWRC archives within 90 days of completion

- Manuscript reviews
 - NWRC or external manuscripts are reviewed using sound science, within the allotted time
- NWRC Active Ingredient Database
 - a survey of the scientific literature for articles related to active ingredients used in WS vertebrate control products is completed monthly
 - A bibliography of relevant articles and citations is completed
 - hard copies of articles are obtained and entered into the Registration Units Procite database

2. WORKING RELATIONSHIPS, TEAM WORK, OUTREACH, AND COMMUNICATIONS 20%

The Pesticide Registration Specialist is responsible for working cooperatively and maintaining open and effective relationships with Wildlife Services staff and other customers.

Alignment: This element supports the Wildlife Services strategic goals of:

- Promoting an organizational culture that values and invests in our people to support their professionalism, competency, and innovation as Federal;
- Developing effective flexible wildlife damage control methods that are biologically, environmentally, and socially sound;
- Providing high-quality wildlife damage management services
- Collecting, analyzing, and communicating information to enhance program effectiveness, and building an understanding of the Federal role in wildlife damage management.

Results and measures for Fully Successful

Evaluation is based on the supervisor's observations and review of work products and reports, and feedback from WS staff and stakeholders, including PPD-Environmental Services. In the judgment of the supervisor, in almost all cases the Pesticide Registration Specialist

- Performs all duties in a manner that consistently demonstrates fairness, cooperation and respect toward co-workers, office visitors and all others in the performance of official business.
- Fulfills all agency mandatory EO/CR training. Demonstrates an awareness of Equal Opportunity and Civil Rights (EO/CR) policies and responsibilities of the Agency's and Department's goals of valuing a diverse yet unified work force.

- Promotes overall cooperative activities between WS operational program personnel and NWRC and other Customers.
 - makes positive efforts to establish productive working relationships with WS state and regional offices, professional organizations, cooperators, and user groups.
 - participates in NWRC laboratory and field research activities when requested
- Promotes NWRC registration activities through WS and other Customers
 - assists in the updating the Registration Unit webpage
 - disseminates recent regulatory changes or other product information by contributing to the NWRC Research Update, production and distribution of CD ROMs, publication in trade or professional outlets